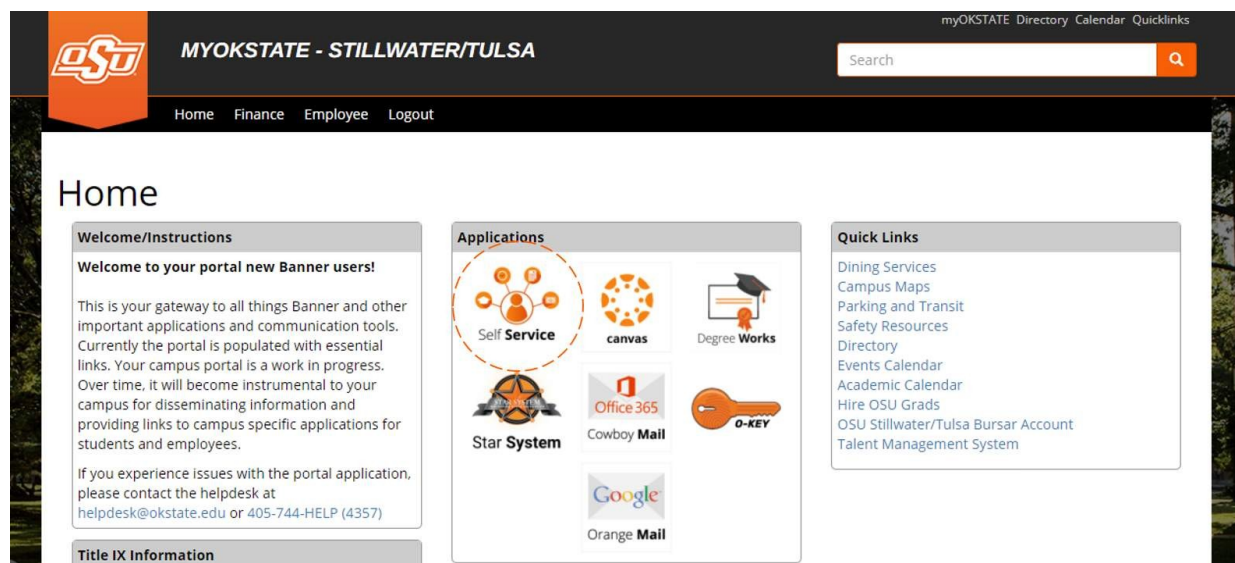


Proxy and Super User Access in Banner 9 Self-Service

The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With only one place to sign in, employees can get their employment information, and manage time sheets and leave requests.

This document will show you how to use Proxy and Super User features in the new Banner 9 Employee Self-Service system.

Go to my.okstate.edu and log in using your Orange Key (O-key) credentials. [Click here](#) for assistance with your O-key.



Landing Page: Your landing page is customized based on your level of access. Choose Self Service to enter your employee information.

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

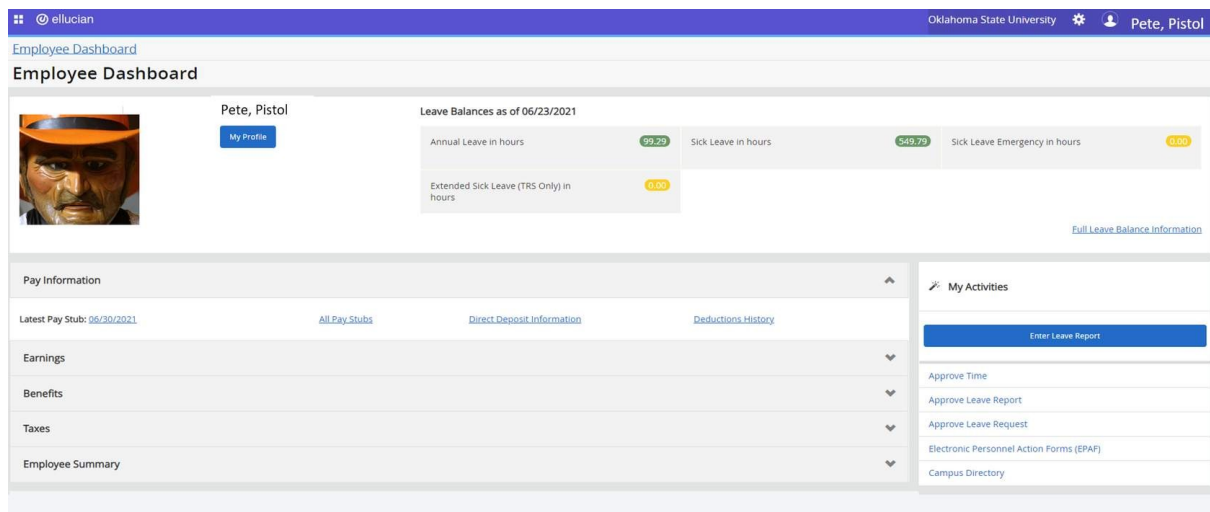
Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Finance

Create or review financial documents, budget information, approvals.

Employee Profile 9 Tab: Select the Employee Profile 9 tab to enter your Employee Dashboard.



The screenshot shows the Employee Dashboard for Pete, Pistol. The dashboard includes a profile picture, a "My Profile" button, and a "Leave Balances as of 06/23/2021" section. The leave balances are:

| Category | Value |
|---|--------|
| Annual Leave in hours | 99.29 |
| Extended Sick Leave (TRS Only) in hours | 0.00 |
| Sick Leave in hours | 549.75 |
| Sick Leave Emergency in hours | 0.00 |

Below the leave balances, there is a "Pay Information" section with links for "Latest Pay Stub: 06/30/2021", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". There is also a "My Activities" section with a "Enter Leave Report" button and a list of activities: "Approve Time", "Approve Leave Report", "Approve Leave Request", "Electronic Personnel Action Forms (EPAF)", and "Campus Directory".

Employee Dashboard: Your dashboard is streamlined to include time entry, leave reporting and any time approval options you may have depending on your classification and job responsibilities. All of your options are in one place on this dashboard.

Benefits of Employee Profile 9

- Improved user experience - see all your information in one place
- Modern, yet familiar, web user interface with standard controls
- Shorter learning curve for occasional users
- Enhanced usability and navigation for super users
- More accurate timekeeping (5 minute rounding vs. 15 minute rounding)
- Ability to run in any modern browser

Proxy

Employee Dashboard

Sanders, Barry

Leave Balances as of 10/12/2021

| | | | | | |
|---|------|-----------------------|--------|---------------------|--------|
| Compensatory Leave in hours | 6.49 | Annual Leave in hours | 131.81 | Sick Leave in hours | 318.31 |
| Extended Sick Leave (TRS Only) in hours | 0.00 | | | | |

Full Leave Balance Information

Pay Information

Latest Pay Stub: 09/17/2021

All Pay Stubs | Direct Deposit Information | Deductions History

Earnings

Benefits

Taxes

Employee Summary

My Activities

- Enter Time
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Salary Planner
- Pay Stub Administrator

To act as a Proxy, select **Enter Time** under **My Activities**.

Oklahoma State University

Sanders, Barry J.

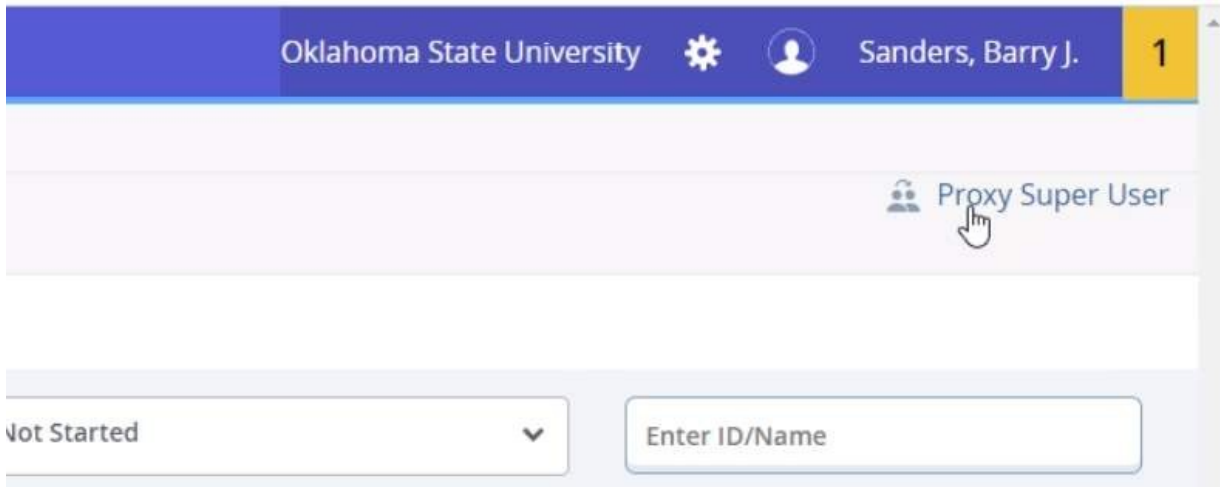
1

! No Timesheet documents available for approval.

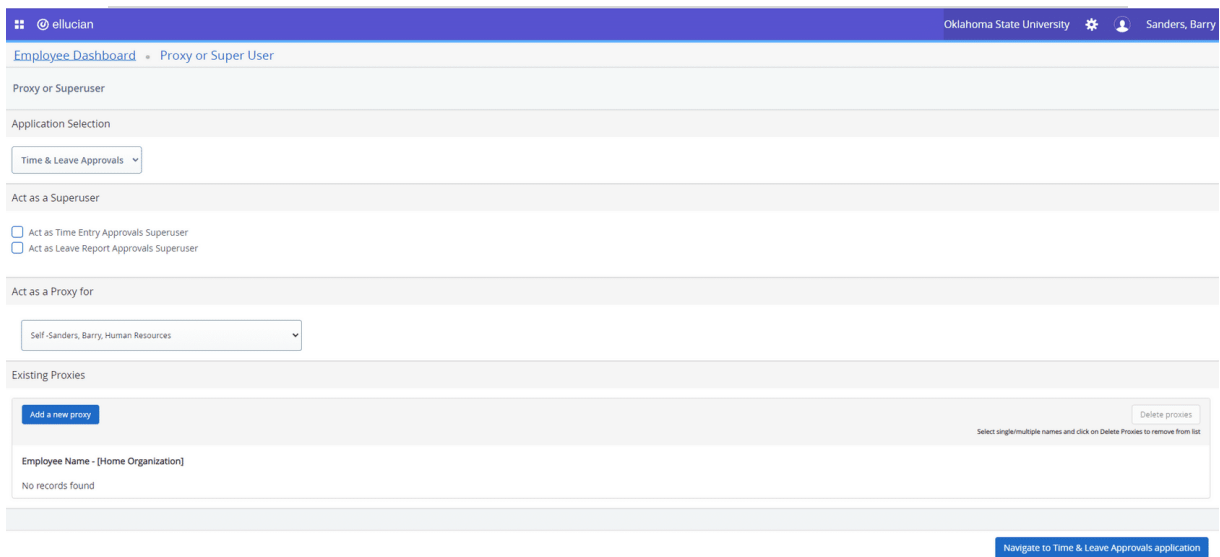
Proxy Super User

Enter ID/Name

You will receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by clicking on the **yellow I**.

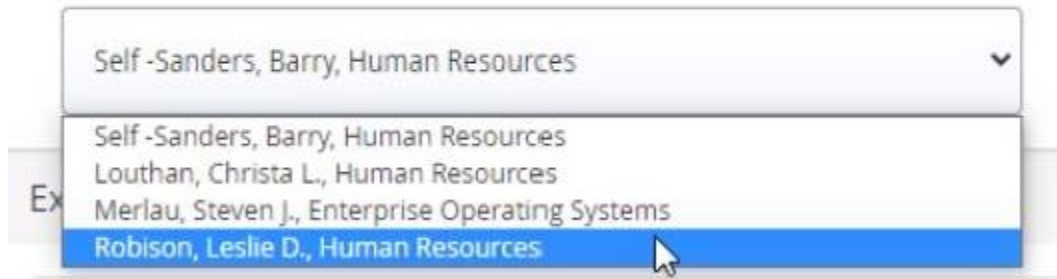


Select **Proxy Super User**.

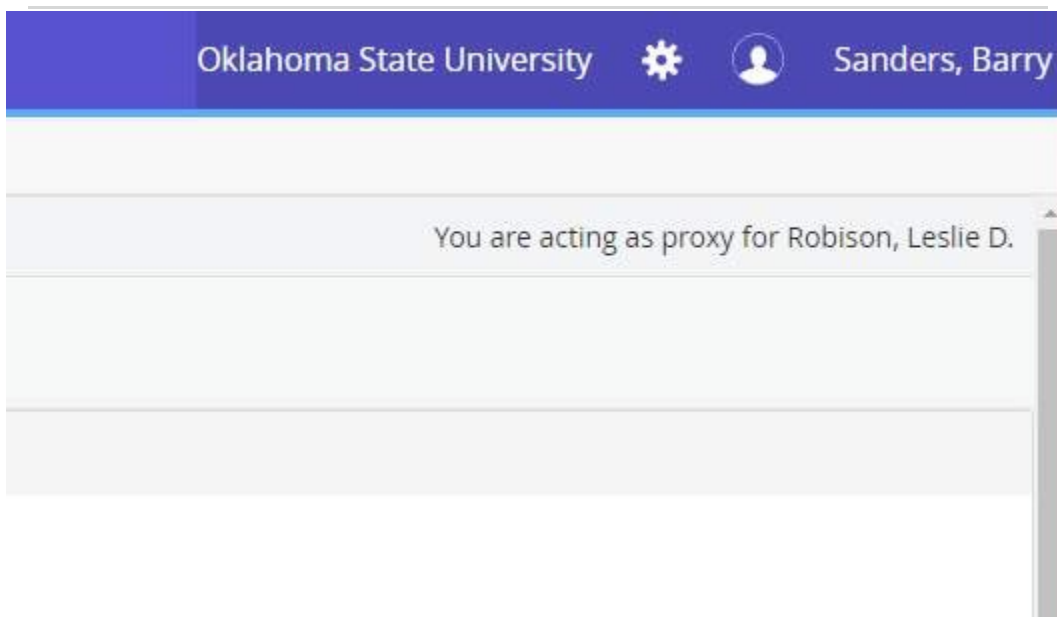


Select the drop-down menu under **Act as a Proxy for** to select the approver for whom you are acting as a Proxy.

Act as a Proxy for



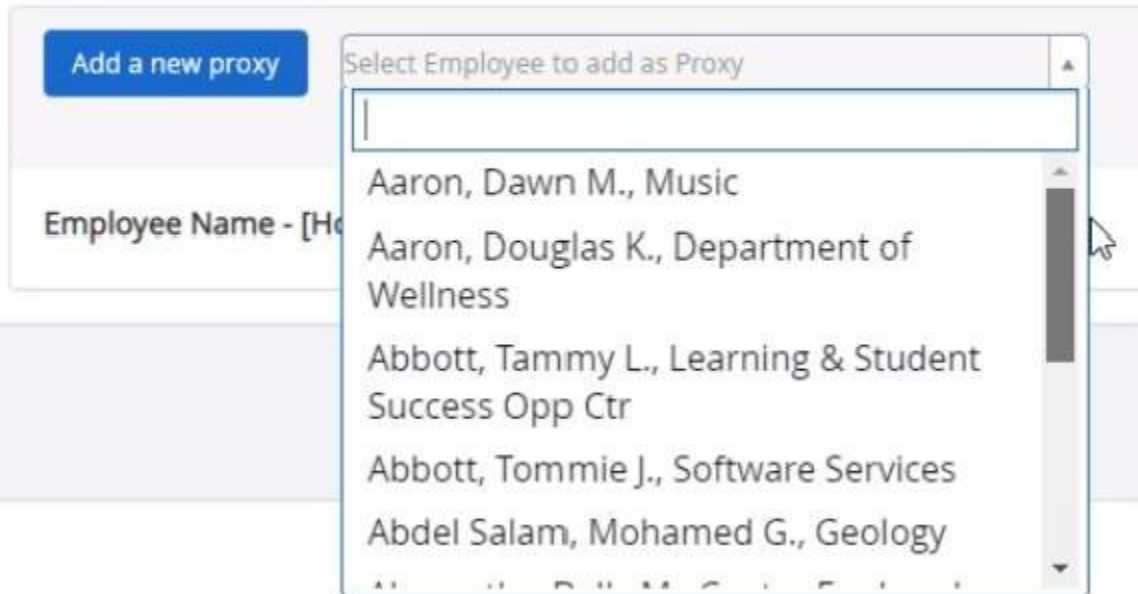
Select the appropriate approver from the drop-down menu.



In the upper-right hand corner, you will see a message letting you know for whom you are acting as a proxy.

Refer to the **Approvals** Section for further details.

Existing Proxies

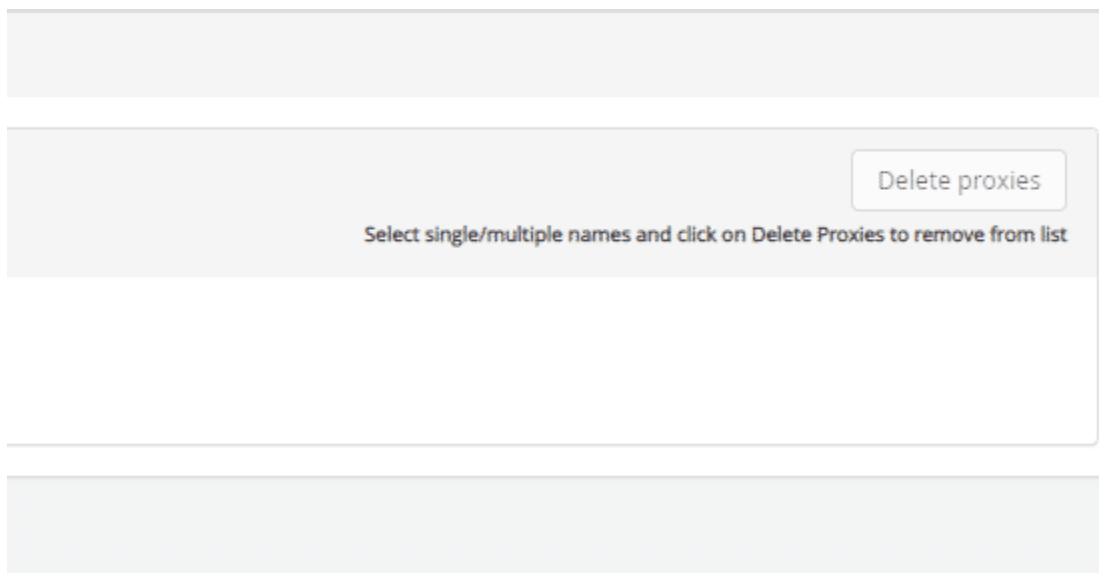


The screenshot shows a web interface titled "Existing Proxies". On the left, there is a blue button labeled "Add a new proxy". Below it is a text input field labeled "Employee Name - [He...". To the right of the button is a dropdown menu titled "Select Employee to add as Proxy". The dropdown menu is open, showing a list of employee names and their departments. The visible entries are:

- Aaron, Dawn M., Music
- Aaron, Douglas K., Department of Wellness
- Abbott, Tammy L., Learning & Student Success Opp Ctr
- Abbott, Tommie J., Software Services
- Abdel Salam, Mohamed G., Geology

The dropdown menu has a search bar at the top and a scrollbar on the right side.

To add a new proxy (if you are an Approver), click the Add a new proxy button and select a name from the list. **NOTE:** You can enter a name to search. Select the individual you want to add as your proxy.



The screenshot shows a button labeled "Delete proxies" in a light gray box. Below the button, there is a text instruction: "Select single/multiple names and click on Delete Proxies to remove from list".

To delete a proxy, select one or more existing proxies from the list of proxies and click **Delete proxies**.

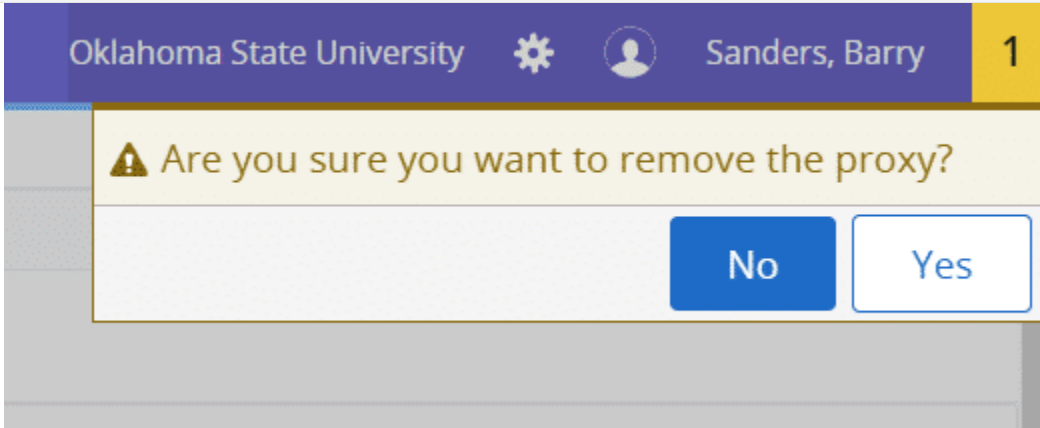
Existing Proxies

[Add a new proxy](#) [Delete proxies](#)

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

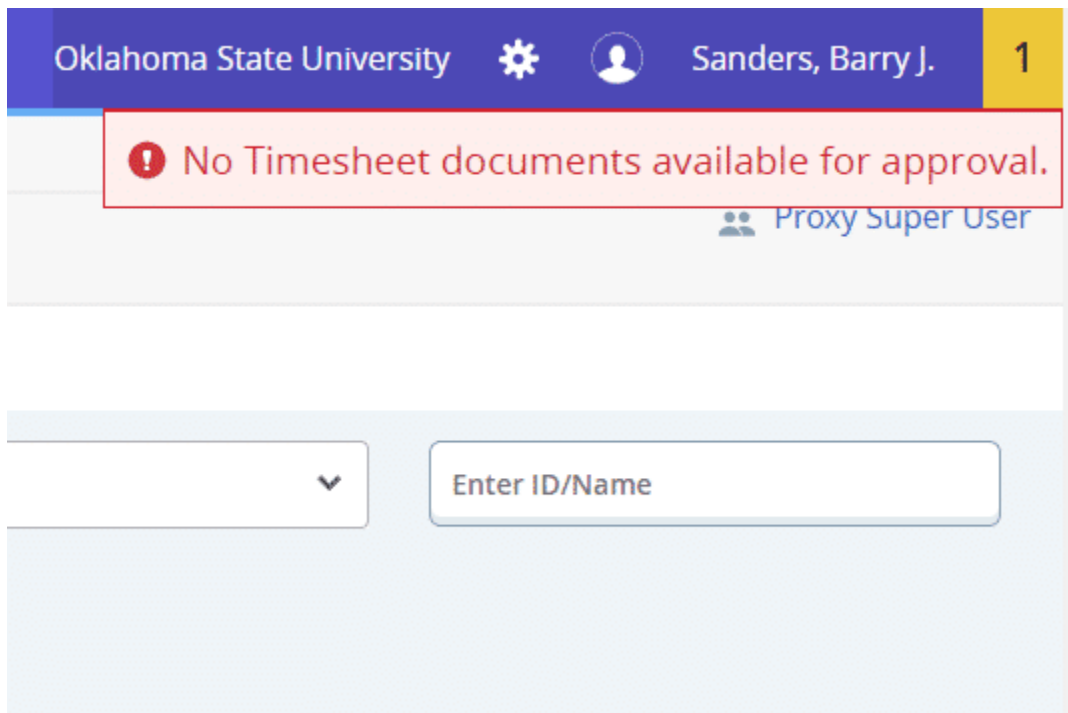
Louthan, Christa L., Human Resources



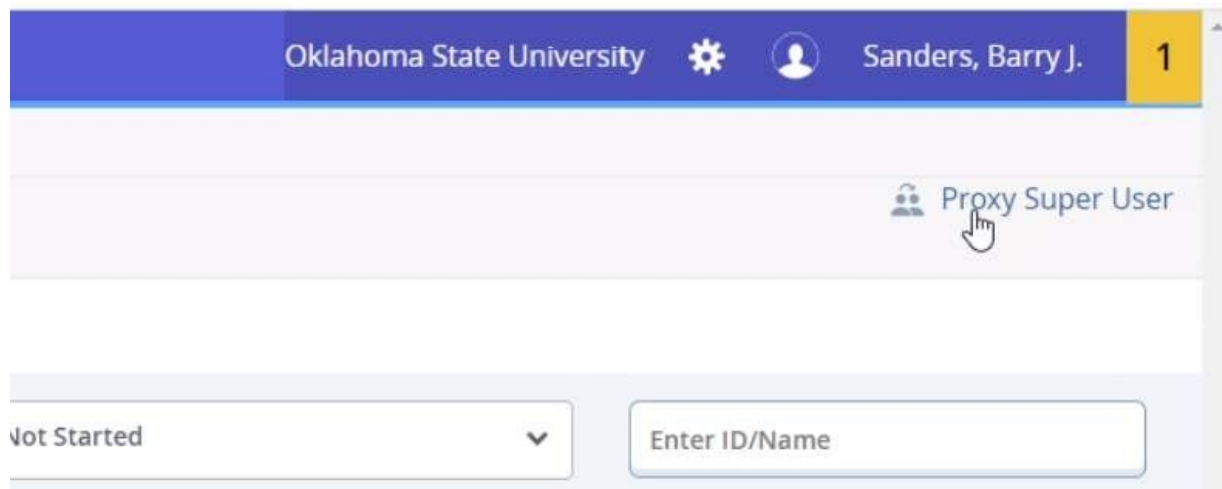
You will receive a message **Are you sure you want to remove the proxy?** Click **Yes** to delete the proxy or proxies.

Super User

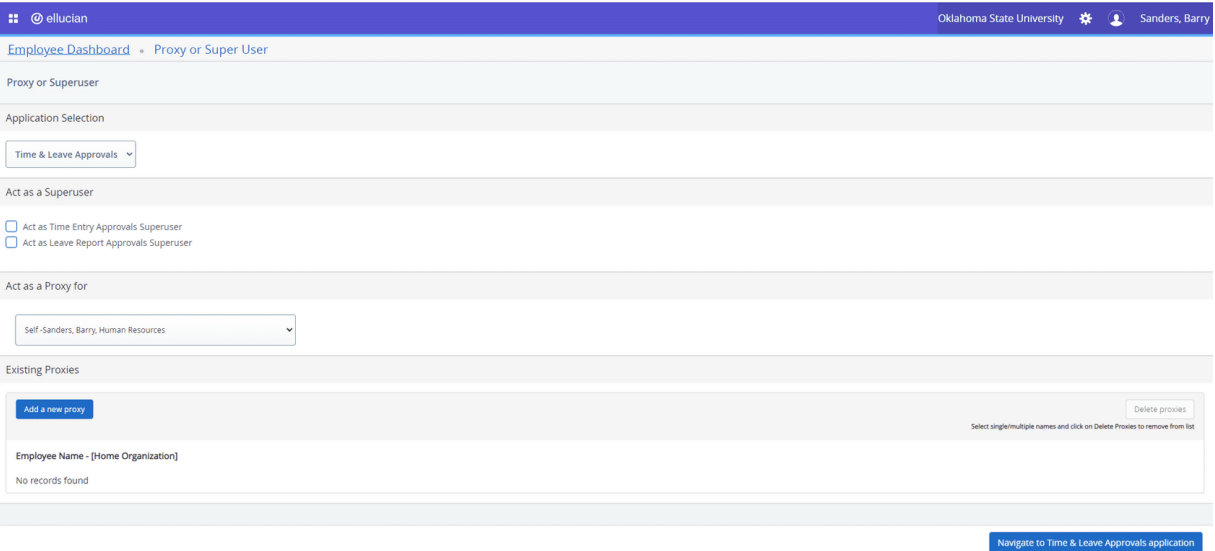
To act as a Super User, select **Enter Time** under **My Activities**



You will receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by clicking on the **yellow 1**.



Select **Proxy Super User**.



Make sure the **Act as Proxy for** is **Self**.



Check **Act as Time Entry** or **Act as Leave Report Approvals Superuser** as appropriate. Click on **Navigate to Time & Leave Approvals application**.

Refer to the **Approvals** section for further details.

Questions?

Email the IT Helpdesk at helpdesk@okstate.edu
